

FAMILY COUNSELOR I

DEFINITION

Under general direction, the Family Counselor I provides crisis intervention, counseling, and referral services to youth, families, and individuals and performs other related duties as required, such as school based, case management, and gang prevention/intervention services.

SUPERVISION RECEIVED

General supervision is provided by a Counseling Supervisor under the direction of the Youth and Family Services Bureau Manager.

SUPERVISION EXERCISED

May provide lead direction to Interns.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Provides crisis intervention services to youth, families, individuals, and couples including but not limited to crises involving incorrigible youth, dependent children under the court's custody, domestic violence, first time offenders, and the hospitalization of individuals dangerous to self and others.

Provides counseling to youth, families, couples, individuals and groups.

Maintains crisis intake log, case files and service statistics.

Provides referral information to the public, and other agencies.

Participates in division, department, community and school meetings.

Provides support service, consultation and training to patrol officers on juvenile and mental health topics.

Provides case management services to youth and their families.

Provides school based services to students and their families.

Provides gang prevention and intervention services to at risk and gang involved youth and their families.

ESSENTIAL DUTIES (continued)

Maintains formal and informal liaison with mental health professionals and service providers including courts, schools, private therapists, hospitals, probation and other agencies.

Provides emergency psychological evaluation and recommendations.

Responds to critical incidents, family dispute calls and other in-field emergency situations

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The theory and principles of human development, particularly child development.

The theory and principles of social aspects of mental and emotional adjustment, including normal and abnormal behavior.

Principles, methods and current practices of crisis intervention and counseling, which includes interviewing techniques, assessment and treatment modalities.

Principles, methods and current practices of social casework.

The theory and principles of child abuse, elder abuse and domestic violence treatment.

The theory, principles and current practices of gang prevention and intervention.

Diagnostic and Statistical Manual of Mental Disorders (DSM IV) system of diagnosis.

Proficiency in the use of computer skills, including multiple software formats, email and storage of digital files.

Community resources in the mental health and human services areas.

Ability to:

Perform crisis intervention and counseling services.

Establish effective and productive casework relationships with youth, families, and individuals.

Establish cooperative working relationships with police officers in the handling of crisis calls.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (Continued)

Ability to (Continued):

Work independently, make sound decisions and set priorities under stressful conditions.

Work collaboratively in the highly structured environment of a police department while maintaining accepted professional standards of clinical practice.

Communicate effectively, both verbally and in writing.

Maintain records, including statistics, and to prepare reports.

Work varied shifts.

Effectively manage time, meet deadlines and prioritize workload.

EXPERIENCE AND EDUCATION

Any combination of experience and education equivalent to that which would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience: One (1) year providing counseling or psychotherapy to youth, families, groups and individuals.

Education: Equivalent to a Bachelor's Degree from an accredited college or university in Social Work, Psychology, Human Development or a closely related field. A Master's Degree from an accredited college or university in Counseling, Clinical Psychology, Clinical Social Work or a closely related field is highly desirable.

LICENSE: Possession of a valid license in Marriage, Family and Child Counseling (M.F.C.C.), Marriage and Family Therapist (M.F.T.), Licensed Clinical Social Work (L.C.S.W.), in Clinical Psychology or a closely related field is highly desirable.

Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 25 pounds; converse by telephone, by

SPECIAL REQUIREMENTS (Continued)

email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) year.

632CS11

May 1973

Revised May 1975

Revised March 1985;

October 1985 FCNSLI

Revised August 2011

AAP GROUP: 4

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt